

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 8, 2015**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Anna Eddy, Patty Foley, Pauline Kruk, Iris Larsson, Lloyd Lirio, Judy Igielski, LeeAnn Manke, Kris Nasinnyk, Maureen O'Connor Lyons, Pam Raynock, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Dennis Doyle, Neil Ryan

STAFF

Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

STAFF ABSENT

Lisa Masten, Library Director

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Clarke Castelle

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:00 PM. Anna stated that Andy Brecher was unable to attend this evening's meeting as previously planned.

I. ROLL CALL

II. PUBLIC PARTICIPATION

David Nagel reported that he has been appointed to the Library Building Committee.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy received a thank you note from Carol Miller-Pekrul for the donation made in her mother's memory.

IV. APPROVAL OF MINUTES

Maureen indicated that a clarification was needed under the Facility and Site report where it stated that the Library Building Committee would use a facilitator; this is not a permanent position, nor was it to be assumed that Maxine Bleweis had been asked to fill this position, it was only a suggestion. A facilitator/consultant from the library world will be sought to assist

with the preliminary planning. The Town Council allocated \$100,000 for the Library Building Committee to use towards a facilitator, or possibly architectural plans. Another correction to the minutes is the word “committee” should be “commit”. Anna stated under the PEP Committee report that the PEP Committee will propose the possibility of taking committee descriptions from the ByLaws and placing them into the Trustee Handbook. Under the Investment Committee the statement about a written policy should be clarified that it should be a written policy statement for investments. **MOTION: Diane Stamm made a motion to accept the minutes of May 11, 2015 as amended, LeeAnn Manke seconded the motion, and the motion to accept the minutes of May 11, 2015 was unanimously passed with a 10-0 vote, with Paul Crosswaith abstaining as he was not in attendance.**

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Anna reviewed the Annual Activities Calendar for the month of June which includes thank you notes to people who donating to the 5K Race, committee assignments, summer reading programs beginning.

VI. TREASURER'S REPORT

Iris thanked Lynn, Lisa, and Karen for their assistance with the checks coming in for the 5K Race. The gross income for the 5K Race was \$12,469.07 (\$7,000 from sponsors), expenses were \$5,049.96, with a gain of \$7,419.11. Additional monies are due in so this total will increase.

VII. LIBRARY DIRECTOR'S REPORT

Lisa was not in attendance. Karen reported that the Summer Reading Program will being on June 9th from 10:30 AM to 1:00 PM and 4:30 to 7:30 PM for adults; all ages will take place on Saturday, June 13th from 10:00 to Noon with activities planting in the garden and Touch-A-Truck. A Free Library has been constructed thanks to Home Depot and the Transition Academy. Jeanette Francini came up with this idea and has registered the Free Library with a national organization. Sue Schneider has come up with another idea for the library: displaying patron recommended books. A form will be given to patrons when they check out books asking if they would like to participate. In personnel: Kristina Sutay who was a part-time 16 hour circulation employee is now a 19 hour collection management employee, therefore the 16 hour position is now open. Kelly Clark has been hired as a circulation substitute; she started volunteering with the RFID project, and has her MLS. Bailey Francis is pregnant, and Michelle Royer has breast cancer and undergoing treatment. The RFID project is moving along and the children's items are now in the process of being tagged. There will be two new iPads added to the Children's Area for older kids. The patrons are happy with the new computers. The carpets will be cleaned over the July 4th weekend when the Library is closed July 3rd and 4th. Upcoming summer programs will include one on Jane Austen that Karen will give, Diane Durette will hold programs on the Taste of Connecticut, Lisa will be overseeing the Brown Bag It program, Bailey and Melissa are doing a Life Hack program that helps teens with social skills, safety, how to dress for interview, etc.

Judy mentioned that at the Hebron Library they sign out Wilton Cake Pans. Karen will research this and report back to the Board.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen included her report with the Library Director's Report.

IX. FRIENDS OF THE LIBRARY

1. Phil DesJardins Report

Phil DesJardins reported that this is his last meeting and that there will be a new vice-president at the September meeting. A new slate of officers will be voted in at the Friends Annual Meeting on Wednesday, June 10th. The raffle winners will also be chosen on June 10th, along with a program on Frank Sinatra with Gil Giglotti who is a professor at CCSU. Phil commented that Michelle has done a wonderful job with the Footnotes newsletter. The Book Sale held in May netted approximately \$12,000. A new thing they did this year with the Book Sale was allowing organizations such as day care centers to come in on Sunday afternoon and take books free of charge. The ongoing book sale held downstairs continues to do well.

2. Board Liaison Report

Pauline attended the Friends meeting in May which she said was very interesting and they were very welcoming. They discussed the Hanel Concert, and their transition with the new slate of officers that will be elected in June.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Kris reported that the PEP Committee met last Thursday and they are moving tremendously forward with the Trustee Handbook which is a work in progress. She stated that Patty was able to get various information into a format and did a great job. Kris indicated that additions to the handbook could include putting the 5K Race under fundraising, adding historical perspectives, fiduciary responsibility, and making the committee descriptions more in-depth. With regard to the conflict of interest/ethics statement, Kris learned that a social media aspect should be included. The PEP Committee will meet again over the summer. **MOTION: LeeAnn Manke made a motion to have the PEP Committee put forth the Board of Trustees Ethics Statement as proposed in draft #2 and a final draft will be voted on at the Board's next meeting, Judy Igielski seconded the motion, all were in favor, and the motion passed unanimously with a 13-0 vote.**

B. Investment Committee

Neil was not in attendance.

C. House Committee

Diane had no report.

D. Facility and Site

1. Update on Library Building Committee

Maureen reported that she and LeeAnn are on the Library Building Committee which will be comprised of five Democrats and two Republicans. David Nagel reported earlier that he has also been appointed to this committee. Anna reported that Andy Brecher indicated that the Town Hall Renovation Committee is struggling to come to a consensus. Karen commented that Jeff Baron is looking at dates for the Library Building Committee to meet. Maureen indicated that she would like to see this committee set specific dates and times to meet. Patty volunteered to video tape the Library Building Committee meetings.

E. Fund Development/Legacy Society

Pauline had no report. LeeAnn commented that she received a solicitation from the Hartford Public Library asking for a donation.

F. Budget

Patty reported that Lynn has been sending her spread sheets indicating where the end of the year money is being spent. Patty will meet with Lynn, Lisa, and Karen to go through every line item.

G. Technology

Paul had no report.

H. Nominating Committee

1. Return Nomination Forms

All the forms have been received.

I. Communications Committee

Patty reported that the committee met and went over six topics. Four letters have been scheduled and will be published in area newspapers over the summer. She encouraged the Board to “like” and “share” the Library’s Facebook page.

XI. OLD BUSINESS

A. Race May 17

The race took place on May 17th with 334 registered for the event, and 278 finished the race. Ellen commented that she received a lot of positive feedback about the food, and Diane stated that everyone loved the new fabric of the t-shirts.

B. Receiving Donations Electronically

This will be discussed at the September meeting.

C. Staff Appreciation Event

Karen reported that staff met and are in favor of having a dinner at a restaurant that is close by suggesting Ruth’s Chris, Dakota, or Chowder Pot. The dates being considered are October 23rd

or November 6th. Iris and Judy will handle the invitations once a date and location have been decided. Anna will contact area restaurants for availability and price.

D. Hanel Event

Anna distributed a sheet of paper asking who would be attendance at the Hanel event on August 21st. Phil will ask the Friends about serving refreshments during intermission.

XII. NEW BUSINESS

A. Annual Meeting

Anna shared the nomination award categories and indicated she would email this to the Board for their recommendations. Pauline stated she would coordinate the food for the Annual Meeting.

XIII. PUBLIC PARTICIPATION

There was no Public Participation.

XIV. ADJOURNMENT

MOTION: Iris Larsson made a motion to adjourn, LeeAnn Manke seconded the motion, all were in favor, and the motion to adjourn was passed unanimously with a 13-0 vote at 9:05 PM.

The next Board of Trustees meeting is scheduled for Monday, September 21, 2015 at 6:00 PM.